



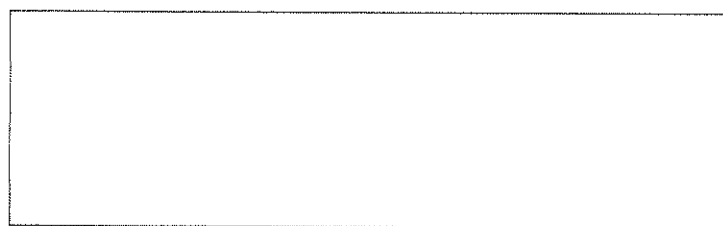
STATE OF MAINE  
PUBLIC UTILITIES COMMISSION

101 Second Street, Hallowell, Maine 04347  
18 State House Station  
Augusta, Maine 04333-0018

JACK CASHMAN  
CHAIRMAN

VENDEAN V. VAFIADES  
DAVID LITTELL  
COMMISSIONERS

January 11, 2011



**TO:** Consumer Owned Electric Utilities

**SUBJECT:** 2010 Annual Report to the Public Utilities Commission

Utility Contact Information Sheet Due:	February 18, 2011
Annual Report/Revenue Due Date:	April 1, 2011
Extension Request Deadline:	March 30, 2011

Changes in Report:	None
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Source of Gross Revenues: Total Electric Operating Revenues, Subject to Assessment, Page 17, column (c), line 32

Link to Electronic Copy of Report and Filing Instructions:  
<http://www.maine.gov/mpuc/online/forms.shtml>

Link to Filing Site: <http://mpuc.informe.org/filereport>

User ID: annrpt  
Password: 176\*671

Title 35-A M.R.S.A. § 504 requires that, within three months of closing its accounts each year, public utilities must file a "balance sheet together with other information as the commission may prescribe." Any request for an extension of the filing deadline must be in writing and must be sent to Lucretia Smith, Utility Analyst by March 30, 2011. For this purpose, an email is acceptable ([Lucretia.smith@maine.gov](mailto:Lucretia.smith@maine.gov)). An extension of up to one month may be granted for filing the complete report. However, because the Commission must complete its annual assessment preparation, which requires use of operating revenue information, by May 1 of each year, companies must file revenue information by the April 1 deadline.

Page 17 requires the utility to report Revenues Subject to MPUC Assessment; these revenues are defined in 35-A M.R.S.A. § 116 as follows, "For the purposes of this section, 'intrastate gross operating revenues' mean intrastate revenues derived from filed rates, except revenues derived from sales for resale." Thus, Revenues for Assessment are those intrastate revenues derived from the sale to end users of goods or services that are made under an approved tariff (sometimes referred to as a schedule of rates) on file with the MPUC or are made under a special contract that is subject to MPUC jurisdiction. Wholesale transactions, in which the utility is the seller, are exempt from assessment. Page 17 includes a separate line for revenues that are derived from Standard Offer Sales. Those revenues are not subject to assessment.

Page 18 requires each utility to provide information concerning political activities, institutional advertising, promotional advertising and promotional allowances. This information is required by, and these terms are defined in, Chapter 830 of the Commission's Rules. Each utility shall adhere to the provisions of the rule in order that the required information is provided in a complete and accurate fashion.

As required by Chapter 710 of the Commission's Rules, each public utility must have its books of account audited annually. Utilities with a fiscal year ending December 31 must file with the Commission a copy of the audited financial statements and the auditor's report by the following July 1. With the audited financial statements, the utility must file an explanation of any material discrepancies between the audited statements and the annual report filed with the Commission.

Title 35-A M.R.S.A. § 709 defines insider transactions and states the requirements for review and approval of such transactions by the utility's board of directors or trustees. Subsection 3 of the statute requires that such transactions be reported to the Commission with the utility's annual report. Each utility should report insider transactions using a separate schedule to provide the information.

If you have questions or need further information regarding the annual report, please contact Lucretia A. Smith at (207) 287-1383 or by e-mail at [Lucretia.Smith@maine.gov](mailto:Lucretia.Smith@maine.gov).

Filing is done through a one-page web process. We have attached an instruction sheet detailing the process to access this web page and file your report electronically.

The Utility Contact Information Sheet, also available electronically on our web page at <http://www.maine.gov/mpuc/online/forms/AnnualReportForms.html> under "All Utilities", is necessary to ensure that the Commission has current points of contact for all utilities in the State. Please complete the form according to its instructions and return it to the Commission, to the attention of Tammy Chamberlain via facsimile (207-287-1039) or mail, by **February 18, 2011**. Questions about the Contact Information Sheet should be directed to Tammy Chamberlain at 207-287-6075 or [tammy.chamberlain@maine.gov](mailto:tammy.chamberlain@maine.gov).

We have also enclosed an updated Contact Protocol containing procedures for all immediate notifications provided to the Commission pursuant to Chapters 130, 200, and 895 of the Commission's Rules and Chapter 2 of the ESCB Rules. Please distribute this Protocol to all personnel responsible for notifying the Commission about emergencies, accidents, safety or security issues, underground facility damage, or service-related failures or outages. **The MPUC contact information attached to the Contact Protocol is confidential and shall not be given out to the public.**

Sincerely,

  
Karen Geraghty  
Administrative Director

Enclosures